



OER Growers Autumn Season 2012

Blog Categories



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CONTENT

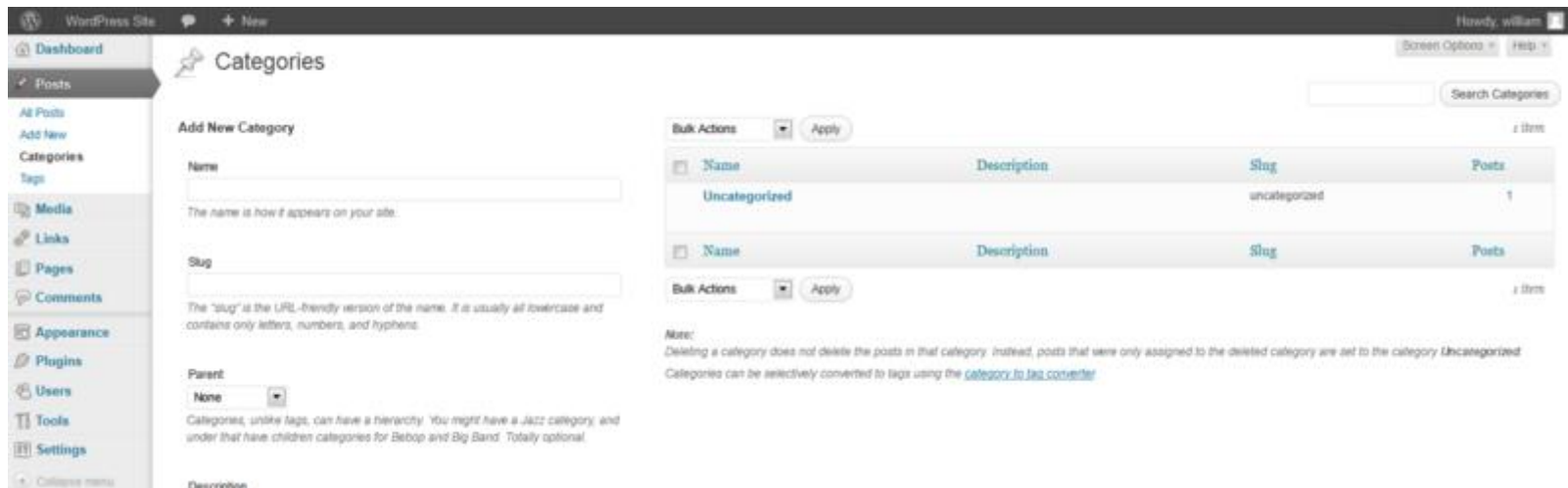
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WHY TO USE CATEGORIES

- ◉ Categories allow the broad grouping of posts topics when you want to describe a post. But when you want to describe a post in more specific terms, you would have to use or add more categories, or you can start adding tags.

CREATE A CATEGORY

- In the Posts > Categories tab, in the **Add New Category** are, fill in the information about your category. Continue to add your *parent* categories, going down the list. Hold off on entering sub-categories until all the main categories are entered.



The screenshot shows the WordPress dashboard's 'Categories' page. On the left is a sidebar menu with options like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Categories' and features an 'Add New Category' form on the left and a list of existing categories on the right.

Add New Category Form:

- Name:** A text input field with a placeholder note: "The name is how it appears on your site."
- Slug:** A text input field with a placeholder note: "The 'slug' is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens."
- Parent:** A dropdown menu currently set to "None". A note below states: "Categories, unlike tags, can have a hierarchy: 'You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.'"
- Description:** A text area at the bottom.

Categories List:

At the top of the list is a 'Bulk Actions' dropdown and an 'Apply' button. Below is a table with the following structure:

<input type="checkbox"/>	Name	Description	Slug	Posts
<input type="checkbox"/>	Uncategorized		uncategorized	1

Below the table is another 'Bulk Actions' dropdown and 'Apply' button. At the bottom, a 'Note' states: "Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category 'Uncategorized'. Categories can be selectively converted to tags using the [category-to-tag converter](#)."

PUT POSTS IN CATEGORIES

- ◉ From the **Posts > Category Screen**, click on the tab for All Posts.
- ◉ Create new post
- ◉ On the right side of the screen you will see your **Categories**.
- ◉ Choose one of them by clicking in the box next to it.
- ◉ Press Publish